

Battalion Customized HMMWV

Task description

- Battalion's Customized HMMWV is hand receipted from the 81st RSC in Atlanta
- Requests must be submitted to Battalion APA through the CLT at least 30 days before the scheduled event
- APA is responsible for scheduling the HMMWV, while Battalion S4 (Truckmaster) is responsible for maintenance and storage of the vehicle
- Scheduling and operation will be IAW Battalion MOI

Steps

- Requests for use of the HMMWV must be signed by the Station Commander and CLT before being forwarded to BN APA
- Upon receipt of the request, APA will verify there is a valid secure parking area and drivers are licensed to operate a HMMWV
- APA chief will either approve the request if there is no scheduling conflict or forward it to the XO for a final decision
- The approved date will be added to the Brigade Report (G:\HMMWV\Brigade HMMWV Report.xls) and the request filed in the HMMWV Log
- APA forwards a copy of the approved request to S4 for scheduling purposes
- Ensures HMMWV is properly signed out through S4 and verify the return date
- If the HMMWV is to be used at two stations on consecutive days, coordinate with both station commanders to ensure the transfer will take place without a problem
- Station Commander completes the HMMWV After Action Report and forwards it to APA within three days of the vehicle's use
- Update the Brigade HMMWV Report with numbers from the AAR
- Brigade report should be forwarded to Brigade NLT the 15th of each month
- Receipts for gas are kept in the Customized HMMWV Log book
- The Voyager credit card bill will be verified when received against the receipts for accuracy and then forwarded to BN Budget, with a copy going to Brigade APA (gas and minor maintenance is paid for with TAIR money, while major repairs are made using operations money)

Points of Contact

- **Brigade** – Chuck Sears, 404-469-3194
- **Battalion S4** – SSG Smith, 919-872-8697

Applicable regulations

- **USAREC Reg 56-01**, Management of Government-Owned Vehicles
- **USAREC Reg 601-85**, Total Army Involvement in Recruiting
- **Battalion HMMWV MOI**

Forms used

- **Customized HMMWV Request Form**
- **Customized HMMWV After Action Report**